United Nations ST/IC/2004/47

Secretariat

4 October 2004

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations competitive examination for statistical assistants (2004)**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the Secretariat who wish to take the competitive examination for statistical assistants, in accordance with the provisions of administrative instruction ST/AI/1998/4 of 10 February 1998.

2. The written part of the examination is scheduled to be held in New York in December 2004. Staff members will be advised of the precise date and location.

3. Staff members applying for the examination must, at a minimum:

(a) Have passed the United Nations clerical test; **and**

(b) Have at least one year of experience in numerical data processing (e.g., spreadsheet or database).

4. In addition to the minimum entrance criteria stipulated above, staff members who sat for a previous statistical clerk/assistant examination must have achieved a mark of at least 25 per cent on the overall score of that examination in order to be eligible to take the 2004 competitive examination for statistical assistants. Staff members who did not obtain at least 25 per cent must submit to the Board of Examiners for the statistical assistants examination a detailed description of the concrete and independently verifiable efforts made in preparation for the new examination (e.g., courses taken, transcripts, hours of study, materials used, topics studied).

5. Staff members will not be allowed to take the examination for statistical clerks/assistants more than four times within a 10-year period.

6. The written examination will consist of one paper covering the following:

(a) Basic knowledge of tables, graphs and charts;

* Expiration date of the present information circular: 31 December 2004.

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(b) Logical reasoning;

(c) Simple mathematics.

7. The use of any reference material is not permitted during the written examination. Staff members must bring their own calculators. Personal computers are not allowed.

8. On the basis of the results obtained in the written examination, the Board of Examiners for statistical assistants will invite selected candidates to take a practical test on a computer to assess their knowledge of computerized spreadsheets. The test will be followed by an interview, which will normally take place six to eight weeks after the written component of the examination. The interview will consist in part of technical questions. In addition, the Board will interview each candidate to assess professional experience, knowledge of the United Nations and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview **should not** assume that they will be offered an assignment.

9. Candidates who successfully complete the written examination, the practical test and the interview will be placed on a reserve roster of qualified candidates from which present and future vacancies for statistical assistants at United Nations Headquarters in New York will be filled. Candidates may then be selected depending on the needs of the United Nations and the availability of posts.

10. Successful candidates selected to fill vacancies will be assigned as statistical assistants for a trial period of one year, which may be extended for another year. They will be required to work in a fully computerized environment. Staff members who complete the trial period successfully and are recommended by their offices and the Office of Human Resources Management will be confirmed in their posts, provided the posts they are on are regular posts. In the case of staff members placed on temporary posts (i.e., replacement of a staff member on mission assignment), such staff members will be given priority for future placement if their performance has been judged to be fully satisfactory. Staff members who do not complete the trial period successfully will be reassigned to their posts at their previous levels or assigned to a similar post in a different area.

11. Staff members of the Secretariat who meet the conditions set out in administrative instruction ST/AI/1998/4 and the present information circular may apply by completing the attached application form and forwarding it to: United Nations competitive examination for statistical assistants, Operational Services Division, Room DC1-0200, One United Nations Plaza, New York, NY 10017 (fax: 212-963-7989) by 15 November 2004. Written proof of educational qualifications obtained must be attached to the application. Incomplete applications will be returned to the staff member for completion and resubmission within the deadline for receipt of application. Extensions for receipt of applications will not be granted.

Annex

Application for the 2004 competitive examination for statistical assistants

Please type or print legibly.

Last name (family name): | | | | | | | | | | | | | | | | | | | |

First name: | | | | | | | | | | | | | | | | | | | |

Nationality: | | | | | | | | | | | | | | | | | | | |

Sex: [F] [M] Index No.: | | | | | | | Category: | | Present level: | |

Type of appointment: Fixed-term: [ ] Probationary: [ ] Permanent: [ ]

Expiration or review date: Day: | | Month: | | Year: | | | |

Date of birth: Day: | | Month: | | Year: | | | |

Date of entry in the United Nations Secretariat: Day: | | Month: | | Year: | | | |

Have you taken this examination before? No [ ] Yes [ ] If yes:

In 19| | In 19| | In 19| | In 20| |

Main language (mother tongue): | | | | | | | | | | | | | | | | | | | |

Duty station: _____

Department/Office: _____

(write in full)

E-mail address: _____

Room No.: _____ Telephone No.: _____

Please complete an up-to-date P-11 form, or preferably a PHP form, and attach it to this application. Describe your educational background and work experience (giving dates and length of time) in the areas of accounting and related functions.

Applications submitted without either a P-11 or PHP form will not be considered.

I certify that the above information is correct to the best of my knowledge and belief.

Date: _____ Signature: _____